



ADMINISTRATIVE ASSISTANT

Posted by ULEA DIGITAL SERVICES INC

Posting Date : 31-Oct-2025

Closing Date : 29-Apr-2026

Location : Elk Point

Salary : \$16 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7120649

Job Description:

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

JOB DETAILS

Location

4610 – 50th Street Elk Point, AB T0A 0A0

Salary

\$16.00 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

RESPONSIBILITIES

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Greet people and direct them to contracts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems

- Type and proofread correspondence, forms and other documents

Experience and specialization

- Computer and technology knowledge
- Google Docs
- MS Windows
- MS Office

Area of specialization

- Correspondence
- Reports and records
- Contracts

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines

- Attention to detail

- Repetitive tasks

Personal suitability

- Ability to multitask

- Excellent oral communication

- Excellent written communication

- Flexibility

- Organized

- Client focus

- Reliability

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

HOW TO APPLY

Email resume to:

uleadigitalservices-careers@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

Website

<https://www.ulea.ca>

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: uleadigitalservices-careers@post.com

Posted on Disabled job Portal